Chapter 4 - Probate Schedule - SCH
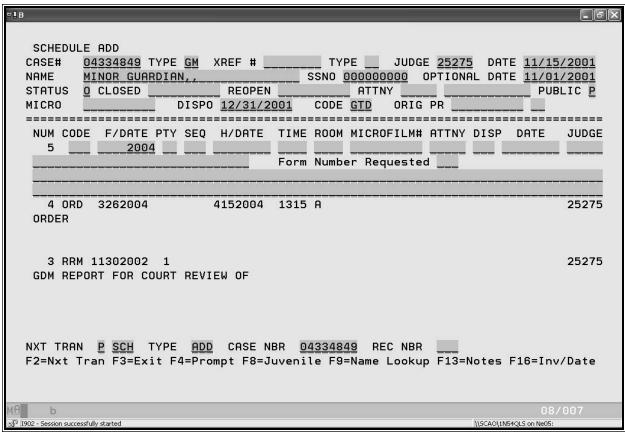
Schedule Screen

The schedule screen is used to add information about the case. All forms that are added to the file should be entered into the schedule screen. You must have security to update case information.

Accessing the Civil Schedule Screen:

```
NXT TRAN   P SCH   TYPE ADD    CASE NBR   20025555   REC NBR___
```

From the Next Tran Line, enter SCH in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number. Press <Enter> and the system will display the schedule screen.

```
 SCHEDULE ADD
 CASE#    04334849 TYPE GM  XREF # _____  TYPE __  JUDGE 25275  DATE 11/15/2001
 NAME     MINOR GUARDIAN,, _____  SSNO 000000000  OPTIONAL DATE 11/01/2001
 STATUS   O CLOSED _____   REOPEN _____   ATTNY _____ _____ PUBLIC P
 MICRO      _____    DISPO 12/31/2001   CODE GTD   ORIG PR _____ __
 ==================================================================================
  NUM CODE  F/DATE PTY SEQ  H/DATE   TIME ROOM MICROFILM# ATTNY DISP  DATE    JUDGE
    5   ___    2004 __  ___ _____  ____  ____ _____ _____ ___ _____  _____
 _____     Form Number Requested ___

 _____

    4 ORD  3262004        4152004  1315 A                                     25275
 ORDER


    3 RRM 11302002  1                                                         25275
 GDM REPORT FOR COURT REVIEW OF




 NXT TRAN  P SCH   TYPE  ADD   CASE NBR  04334849   REC NBR  ___
 F2=Nxt Tran F3=Exit F4=Prompt F8=Juvenile F9=Name Lookup F13=Notes F16=Inv/Date
```

Following are the field descriptions for the Schedule Screen.

~Code~
Enter the code for this event. Press <F4> for a list of valid codes.

~Filing Date~
Enter the filing date of this event.

~Party~
Enter the party number that this event should be tied to.

~Sequence~
If this is event is scheduling a hearing and other hearings are scheduled on the same date and time, the system will require a sequence number for additional hearings for the same date and time.

~Hearing Date~
Enter the date that the hearing is scheduled for.

~Time~
Enter the time the hearing is scheduled in military time.

~Room~
Enter the courtroom that the hearing will be held in if applicable.

~Microfilm Number~
Enter the microfilm number for this event.

~Attorney~
Enter the attorney's bar number associated with this event. Press <F4> for a list of attorneys.

~Disposition~
Enter the disposition code for this event. Press <F4> for a list of dispostiion codes. This may be counted on the caseload report for MI and JA cases.

~Date~
Enter the date of this disposition.

~Judge~
Enter the judge's bar number. Press <F4> for a list of jurists.

~Comments~
Enter additional comments. There are three lines available for comments.

~Form Number Requested~
Enter the form number that you are generating. Press <F4> for a list of valid form numbers.

Adding or Modifying a Schedule

From the Next Tran Line, enter the following:

Adding:

```
NXT TRAN   P   SCH   TYPE ADD    CASE NBR   20035555    REC NBR __
```

Modifying:

```
NXT TRAN   P   SCH   TYPE MOD    CASE NBR   20035555    REC NBR _1
```

When all information has been added, press <Enter> and the system will display the screen you have requested.

```
 B                                                              _ □ X

    SCHEDULE ADD
    CASE#     00333305 TYPE DE   XREF # _____   TYPE __   JUDGE 11953   DATE   7/19/2000
    NAME      CASE,TEST,24,_____   SSNO 000000000   OPTIONAL DATE  _____
    STATUS    O CLOSED _____    REOPEN _____   ATTNY _____ _____   PUBLIC P
    MICRO     _____   DISPO 12/31/2001   CODE GTD   ORIG PR  7/19/2000  1
    ===============================================================================
     NUM CODE  F/DATE PTY SEQ  H/DATE   TIME ROOM MICROFILM# ATTNY DISP  DATE    JUDGE
      4   ___  _____ __  ___ _____ ____ ____ _____ _____ ___ _____ _____
     _____   Form Number Requested ___
    -------------------------------------------------------------------------------
    -------------------------------------------------------------------------------
     3 IFC  8012003  1                                                       11953
    IPI INVENTORY FEE CALCULATED


     2 DUE   7192000  1                                                      11953
    IPI ACCOUNT DUE DATE




    NXT TRAN  P SCH  TYPE  ADD  CASE NBR  00333305  REC NBR   ___
    F2=Nxt Tran F3=Exit F4=Prompt F8=Juvenile F9=Name Lookup F13=Notes F16=Inv/Date

 MA    b                                                         08/007
 Connected to remote server/host OSMSOUTH using port 23        \\SCAO\1N54QLS on Ne05:
```

Enter all information regarding the event and press <Enter>. The system will save the event.

Inquiring on a Schedule

There are two inquiry screens for Schedules:

1.   Inquiring on all schedules - This screen will list all entries for the case and limited information regarding each of them.
2.   Inquiring on a single schedule - This screen will display the actual schedule screen for each individual record. All information from the schedule screen will be displayed on this screen. You must enter the schedule number that you want to inquire on in the REC NBR field for the schedule to be displayed.
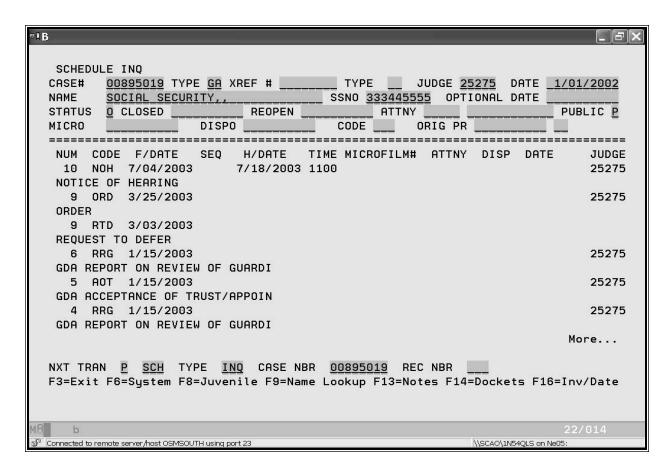
Following are examples of both inquiry screens.

All Schedule Inquiry:

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number.

```
NXT  TRAN    P SCH   TYPE  INQ    CASE NBR   00333325   REC NBR __
```

Press <Enter> and the system will display the following screen.

```
 B                                                            _ 回 X

   SCHEDULE INQ
   CASE#     00895019 TYPE GA XREF # _____  TYPE  __  JUDGE 25275  DATE  1/01/2002
   NAME      SOCIAL SECURITY,,_____  SSNO 333445555  OPTIONAL DATE _____
   STATUS    O CLOSED _____  REOPEN _____  ATTNY _____ _____ PUBLIC P
   MICRO     _____   DISPO _____   CODE ___   ORIG PR _____ __
   ====================================================================
   NUM   CODE  F/DATE    SEQ    H/DATE   TIME MICROFILM#  ATTNY  DISP  DATE      JUDGE
    10   NOH  7/04/2003        7/18/2003 1100                                    25275
   NOTICE OF HEARING
    9   ORD  3/25/2003                                                          25275
   ORDER
    9   RTD  3/03/2003                                                          25275
   REQUEST TO DEFER
    6   RRG  1/15/2003                                                          25275
   GDA REPORT ON REVIEW OF GUARDI
    5   AOT  1/15/2003                                                          25275
   GDA ACCEPTANCE OF TRUST/APPOIN
    4   RRG  1/15/2003                                                          25275
   GDA REPORT ON REVIEW OF GUARDI
                                                                       More...


   NXT TRAN  P  SCH  TYPE  INQ  CASE NBR  00895019  REC NBR  ___
   F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes F14=Dockets F16=Inv/Date


 MA     b                                                          22/014
 Connected to remote server/host OSMSOUTH using port 23          \\SCAO\1N54QLS on Ne05:
```

Single Schedule Inquiry:

From the Next Tran Line, enter SCH/INQ in the Next tran and type field along with the case number and the individual party number.
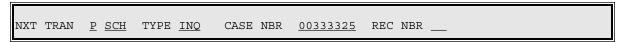
```
NXT TRAN   P SCH   TYPE INQ    CASE NBR   00333325   REC NBR __
```

Press <Enter> and the system will display the following screen.

```
SCHEDULE INQ
CASE#    00895019 TYPE GA XREF # _____   TYPE  __   JUDGE 25275   DATE  1/01/2002
NAME     SOCIAL SECURITY.,_____   SSNO 333445555  OPTIONAL DATE _____
STATUS   Q CLOSED _____   REOPEN _____   ATTNY _____ _____   PUBLIC P
MICRO    _____   DISPO _____   CODE ___   ORIG PR _____ __
=========================================================================
 NUM  CODE  F/DATE   SEQ  H/DATE   TIME MICROFILM#  ATTNY  DISP  DATE      JUDGE
   1  PEG  1/15/2002                                                      25275
 PETITION TO APPOINT GUARDIAN




                                                                        Bottom

 NXT TRAN   P  SCH   TYPE  INQ   CASE NBR   00895019   REC NBR   ___
 F3=Exit F6=System F8=Juvenile F9=Name Lookup F13=Notes F14=Dockets F16=Inv/Date
```

Deleting a Schedule

From the Next Tran Line enter the following information:

```
NXT TRAN   C SCH   TYPE DEL    CASE NBR   20035555   REC NBR  1
```

When all information has been added, press <Enter> and the system will delete the requested schedule.

```
USER: P44ANGIE          TRANSACTION REQUEST SCREEN           RELEASE: 05/2004

   Probate Transactions    Receivable Transactions    Vendor Transactions
   HDR - Case Header       ARM - Master Inquire       APO - Other Vendor Maint.
   PTY - Party             ARU - Master Maintenance    APA - Attny Vendor Maint.
   SCH - Schedule          CHK - Master Payment Inq    APF - Facil Vendor Maint.
   SUM - Summary           LUP - Receipt Inquiry/Void  APV - Voucher Processing
   MED - Mediation         ARP - Receive Payments      API - Voucher Inquiry
   FRD - Financial Order   ADJ - Adjustment            APP - Voucher Payments
   DOC - Documents         CRM - Credit Memo           APJ - Voucher Adjustments
                                                       Accounting Transactions
                                                       ACT - Account Maintenance
                                                       BMT - Budget Maintenance
                                                       BIQ - Budget Inquiry
                           Adoption Transactions       PRM - Price File Maint.
         Reports           ADC - Adoption Case Header   Other Options
   RPT/PRO - Probate       ADP - Adoption Party        REL - Release Information
   RPT/FIN - Financial     ADE - Adoption Event        CNI - Central Name Index
   RPT/ADP - Adoption      ADS - Adoption Case Summary  CPI - Cir/Pro Name Index
                           ADF - Adoption Forms        CCL - Central Calendar
   NXT TRAN  P SCH  TYPE  DEL  CASE NBR  04334849  REC NBR    4
   F3=Exit     F5=Setup    F6=System Commands    F8=Juvenile    F9=Name Lookup
   F10=Name Update F14=Docket Request   F16=Inv/Date  F20=File Maintenance   Help
   Record(s) deleted successfully  ◄

MA   b                                                          21/013
I902 - Session successfully started                 \\SCAO\1N54QLS on Ne05:
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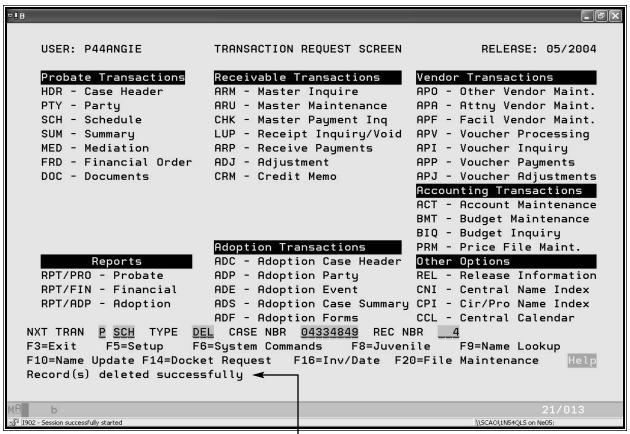
The system will automatically delete the records.